

STATE OF IOWA
Department of Education
Bureau of Food and Nutrition
Des Moines, IA 50319

COMMODITY SHIPMENT RECEIVED OVER, SHORT and/or DAMAGED

INSTRUCTIONS: Please complete this form if you did not receive the amount of commodities ordered for each ship period. Do not submit form if shipment was received as ordered.

Date: _____

Mail to: Dean Flaws, Commodities
Grimes State Office Building
Des Moines, Iowa 50319

Agreement #: _____

School: _____

Telephone: () _____

FAX: () _____

Commodity	Pack Size	Cases Ordered	Cases Received	Cases Over	Cases Short	Damaged & Returned

Comments: _____

Signature, Authorized School Representative

Date

The following to be completed by Iowa Department of Education Bureau of Food and Nutrition only:

Date of Notification: _____

Circle Method of Notification:

Phone FAX Mail E-Mail

Action Taken: _____

Signature, Bureau Consultant

Date